

# Top Drawer Daycare

## Before and After School Care

### information package



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## TOP DRAWER DAYCARE BEFORE AND AFTER SCHOOL CARE INFORMATION PACKAGE

(Kindergarten to grade 7)

Top Drawer Daycare is a privately owned and operated daycare, and have been serving families across North Vancouver since early 1989. Top Drawer is founded on the fundamental belief that every child is a unique creation, deserving of love, respect, a safe and secure environment and an opportunity to freely discover themselves, others and the world at large.

We provide care for children from Kindergarten to grade 7. Because of our excellent care and program, Top Drawer daycare is recognized as one of the leading daycares on the North Shore. We are licensed by Vancouver Coastal Health and we maintain the high standards they set to comply with the Child Care Regulations.

This Top Drawer Daycare branch is conveniently located in the Chartwell Elementary school, at 1300 Chartwell Drive West Vancouver BC V7S 2R3. In the rental space provided by the school, our facility is licensed to care for up to 18 children and our hours of operation are from 7:00am to 8:45 am every day and again from 2:45 pm to 6:00pm every day of the week. We also provide full daycare during school professional Day's but are closed during statutory holidays and all the days that Chartwell School are closed.

Our goal is to provide a truly enjoyable experience that emphasize an active and healthy lifestyle. In addition to regular playground outings, craft projects and organized games, our structured, active program includes ice skating, gymnastics, bowling, swimming lessons for all interested children and regular swimming for children ages 8 years and up. These outings are for children registered more than 3 days per week and are completely optional. Other than entrance fee to the venue's we visit, there are no additional charges to the parents for these field trips, In order to simplify financial arrangements for these field trips, the parents open a \$30 activity account at the daycare and funds from this account are used for entrance fees during the field trips. Every month parents top up the balance of this account to \$30. Although the daycare administers this account, the funds in this account belongs to the child and not the daycare. Top Drawer Daycare keeps accurate records of this activity fund and when a child leaves the daycare the money left in the activity fund is given back to the parent. Tax receipts for these funds as well as daycare payments are made available at the end of the year.

Our care include transportation to the various outings offered by the daycare at no additional cost to the parents. All Top Drawer Daycare vehicles are inspected every six months, as required by the Provincial Regulations. In addition, all of our drivers have a professional unrestricted class 4 driving licence, are first aid certified, carry cell phones and medical kits for any emergencies.

**Early dismissals:** Top Drawer Daycare provides care during Parent/Teacher Interviews and Sports day when the children are dismissed early, at no extra cost to the parents that have children for three or more day programs and the child are registered for the day in question. Children registered for programs less than 3 days or does drop-ins have to pay the additional fee indicated in the parent information package. However these parents are still welcome to bring their children to the daycare for the periods that they are registered at no extra cost. These periods are: 7am to 9am - before school registrations and 3pm to 6 pm for after school registrations.

**Professional days:** Top Drawer Daycare also provide childcare services during all district professional days. Due to the extended hours, extra supervision is required and special events are organised. For this reason there will be a reasonable fee to cover those expenses. The pro-d day fees for children signed up in a program of three days and more will be lower than the fees for children signed up for less than 3 days a week or children doing drop-ins. Parents will be required to sign up their children for these services 48 hours prior to the professional day, so we can plan for staffing, reservations for events and transport.

**Spring break:** The Chartwell School are closed during spring break. For this reason spring break services are only offered at our North Vancouver daycare location. Again, the extended hours require extra supervision and special events are organised so additional fee are charged. Spring break programs with it's cost structure and are made available to parents approximately two months prior to the spring break period. The normal monthly daycare fees during spring break remains the same as any other month. Parents that do not want to make use of the spring break programs are still welcome to bring their children to the Daycare at Chartwell (if classrooms are made available by the school district for this period) or North Vancouver (if no classrooms are made available) for the periods that they are registered, as they have paid for these services. These periods are: 7am to 9am - before school registrations and 3pm to 6 pm for after school registrations.

**Summer care programs:** Schools are closed for the summer vacation period (July and August) and obviously no normal daycare fees are charged for this period. However the daycare do offer a summer care program. This program will run out of the temporary classes at the back of Chartwell School. During this period children are taken on daily outings. Again the summer care program with it's cost structure are made available to parents approximately two months prior to the summer vacation break period.

Children from Chartwell are welcome to register for the Spring break and Summer care programs. Spaces are limited for these programs, so we urge

parents to enroll their children well ahead of time. Details about the spring break program will be made available at the end of January each year and our summer program will be available in May.

Daycare fees remain consistent from September to June, as the cost is calculated over the full school year, taking into consideration statutory holidays and the winter and spring breaks. Fees are not charged to hold a spot during the summer break.

The fee structure for the various programs is at the end of this document. In the interest of using the limited space as efficient as possible, children entering for the full day program will get priority.

In the best interest and comfort of your child, we ask that your child wear weather appropriate clothing as they will spend time outside every day, rain or shine. This includes sunscreen and sunhats for our warm weather months, rain boots and rain coats for those rainy days. Please ensure your child has multiple snacks in their lunch bag as they tend to need refuelling after school and before daycare activities ensue. Top Drawer daycare does not provide any meals or snacks.

In order to keep the children, families and staff in good standing health, please do not send your child to daycare unless they are healthy. We are unable to accommodate sick children in our very busy, active programs. Except for allergic medical emergencies, where the epi pen are required, we are not allowed to administer medication to any child in our care.

As the safety of the children and staff is our top priority, Top Drawer Daycare reserves the right to take all our vehicles off the road, when the weather and road conditions make transporting the children dangerous. As a general rule, Top Drawer Daycare will not transport on days where snowfalls or icy conditions place the children and staff at risk. However, Top Drawer Daycare will remain open for the regular hours that parents have paid for.

For the safety of our children, Top Drawer Daycare has a tested system of checking arrival and departures of its children. If you are having someone other than any previously arranged person pick up your child from the daycare, be sure to notify the staff of this change. If your child will not come to the daycare during the hours that they are expected, please notify the daycare staff well ahead of time so they will know not to expect your child. We have voicemail for your convenience.

Once in the daycare, no children will be allowed to leave the daycare without a parent (or an arranged substitute) collecting the child in person. The only exception would be if we get explicit instructions from the parents to release a child.

The daycare staff communicates with the Parents/Guardians on a regular basis. The staff will raise any issues they think is important to you as a parent and you should feel free to ask any questions related to your child or the daycare in general.

There are always circumstances where the regular daycare program may change, new matters surface or important information needs to be communicated to the parents. The daycare will communicate with parents via personal contact, email, voicemail and our website at <https://www.topdrawerdaycare.com/>. There is also a parent notice board at the classroom entrance/exit and we ask that the Parents/Guardians check this board. We also encourage our Parents/Guardians to talk to the owner about any questions or concerns or suggestions they may have.

We ask that Parents/Guardians respect the hours of business and collect their children before our closing time of 6:00pm. This will allow you time to greet your child, collect their belongings and receive information from the staff in a relaxed manner. We understand that sometimes things happen that are out of your control however we will take the issue up with repeat offenders.

The daycare will do its best to help your child adapt to the new environment. However for the sake of the other children in the daycare, Top Drawer Daycare reserves the right to give 48 hours' notice to any family whose child or parent/guardians are not able to adapt to the program offered. When the safety of our children and staff are at stake, Top Drawer also reserves the right to terminate care for the offending parties immediately in cases where issues of violence or aggressive behaviours are involved.

One **calendar** months' notice is required to vacate your child's space in Top Drawer Daycare or change their program.

Parents pay for daycare by providing a set of post-dated cheques for the school year or whatever portion of the school year that is relevant. Fees are due, in advance, on the first day of each month and are payable to Top Drawer Daycare.

We sincerely hope that your relationship with Top Drawer Daycare will be a happy and successful one. Be assured that we will make every effort to provide your children with a safe, warm and sensitive environment.

Daycare fee structure			
Registration fee	\$50		
Daycare fees for full time program entries			
5 days a week	Monthly fees	Additional fees for professional days	Additional fees for early dismissal days
Before and after school care	\$500	\$40	\$0
After school care	\$400	\$40	\$0
Before school only	\$140	\$45	\$0
4 days a week	Monthly fees	Additional fees for professional days	Additional fees for early dismissal days
Before and after school care	\$420	\$40	\$0
After school care	\$340	\$40	\$0
Before school only	\$130	\$45	\$0
3 days a week	Monthly fees	Additional fees for professional days	Additional fees for early dismissal days
Before and after school care	\$330	\$40	\$0
After school care	\$260	\$40	\$0
Before school only	\$120	\$45	\$0

As from January 2019 there are no monthly fees for 1 or 2 days per week. They are treated as Drop – ins. This change does not affect children entered in the daycare before January 2019

Drop - ins	Daily fee
Before and after school care (normal days)	\$45
After school care (normal days)	\$32
Before school only (normal days)	\$17
Professional days	\$50
Early dismissal afternoons	\$40